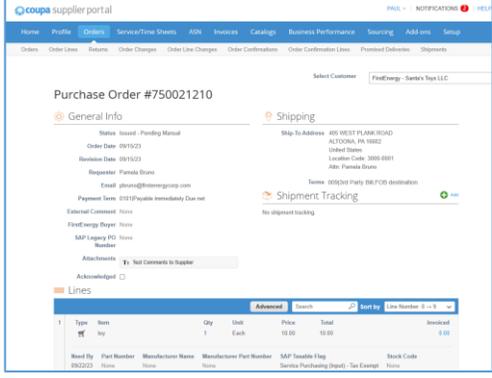
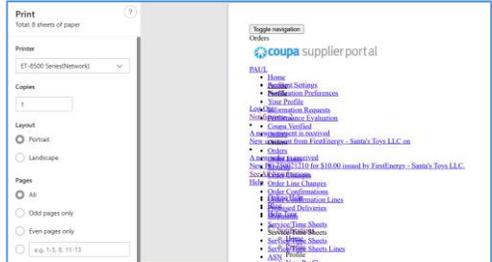
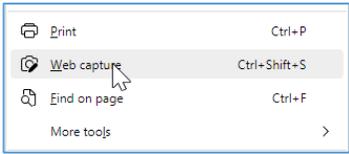
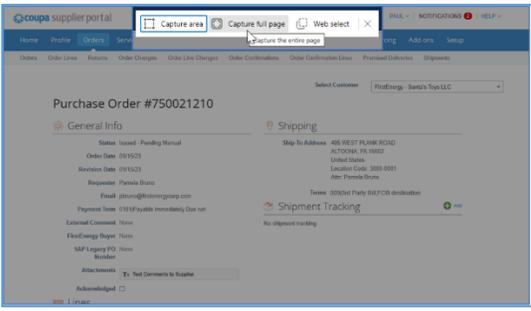
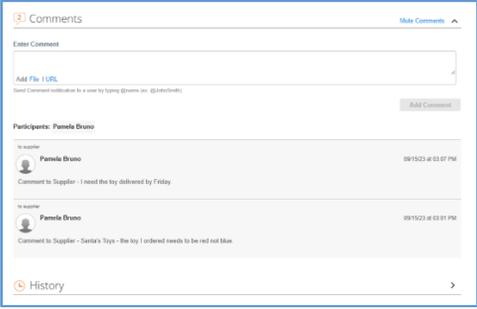


PRINT PURCHASE ORDER (PO) FROM COUPA SUPPLIER PORTAL (CSP)

Applicable Coupa Role(s): Supplier

STEP	ACTION	VIEW
1	<p>From the Coupa Supplier Portal (CSP), click on Orders tab, select Purchase Order from list to display.</p> <p>NOTE: Print from the Browser menu will only display html links, therefore cannot be used.</p>	 
2	<p>Select Web Capture option from Browser menu (listed below Print option).</p>	
3	<p>Select "Capture full page"</p>	

STEP	ACTION	VIEW
	NOTE: Full page capture will include comments from customer	
4	Click SAVE icon, file will download to PC as a JPEG for viewing and/printing.	